



U.S. DEPARTMENT OF STATE
U.S. CONSULATE GENERAL, TORONTO
360 University Avenue, Toronto, ON M5G 1S4, Canada
Email: TRTHR@state.gov
Website: <http://toronto.usconsulate.gov>

INTERNSHIP OPPORTUNITY

POSITIONS AVAILABLE: Internships in the Management (1 vacancy) and Public Affairs Sections (1 vacancy)

PERIOD OF INTERNSHIP: January – April, 2012 (full-time preferable)

APPLICATION DEADLINE: October 1, 2011

SALARY: NONE. The internships are uncompensated.

DESIRED SKILLS/EXPERIENCE:

- International Relations, Management, International Business, Finance, Environmental Management, Communications, Political Science or Public Administration as well as related disciplines
- Excellent computer skills for conducting research on the Internet and working with Microsoft Word and Excel
- Fluent English written and oral communication skills
- Ability to produce sound results while meeting deadlines
- Ability to work on a team
- Strong interpersonal skills
- Willingness to learn
- Interest in a public service or international career
- Completion of at least three years of undergraduate study
- For internship in the Management Section, knowledge to include sustainability, green initiatives, law, environmental management

RESPONSIBILITIES:

PUBLIC AFFAIRS INTERN:

- Draft remarks and talking points for use by the Consul General and Public Affairs Officer.
- Arrange and monitor media interviews for senior level U.S. government officials, including the Ambassador.
- Prepare and attend representational events on behalf of the Public Affairs Section.
- Arrange meetings and support public outreach activities for Consulate officers.
- Program visiting U.S. government sponsored speakers.
- Update the Public Affairs database.
- Monitor the print and broadcast media for reporting on the U.S.
- Coordinate speaking engagements for Consulate Officers.
- Other taskings as assigned by the Public Affairs Officer.

MANAGEMENT INTERN:

- Review and become familiar with the USG's Green Diplomacy Initiative, its objectives and methodology.
- Advance Consulate General Toronto's initiative to be certified under BOMA BEST.
- Develop recommendations and improvements in the initiative, to include education, participation, and sustainability.
- Liaise with U.S. Government, Government of Canada, provincial, and local authorities and Non-Governmental groups, researching and recommending methodologies which may assist in development of our greening initiative.
- Review and chart energy consumption, establishing metrics to measure.
- Recommend and implement use of technology to measure and identify environmentally-friendly opportunities.
- Establish outreach opportunities, to include press.
- Provide educational clinics for staff and family members.
- Develop a broad understanding of office support logistics and opportunities/challenges these offer vis-à-vis Greening Initiatives.

OTHER REQUIREMENTS:

- Must be a registered student in good academic standing, currently enrolled in an educational institution;
- Will return to studies upon completion of internship (interim between school years is no longer than 5 months if recently graduated);

- Non-U.S. citizen students ONLY are eligible for consideration: Canadian citizen, permanent resident in Canada, or holder of a work permit in Canada;
- U.S. citizen students interested in an internship at the U.S. Consulate General in Toronto are advised to apply on-line through careers.state.gov.

PLEASE SUBMIT THE FOLLOWING ITEMS VIA MAIL OR E-MAIL BY OCTOBER 1, 2011:

- Cover letter addressing DESIRED SKILLS/EXPERIENCE criteria. Please explain your objectives and motivations in seeking an internship;
- Résumé;
- Post-secondary academic transcripts;
- Three personal references.

ADDRESS TO SUBMIT YOUR APPLICATION:

U.S. CONSULATE GENERAL, TORONTO (Attention: Human Resources)
360 University Avenue, Toronto, Ontario M5G 1S4; or e-mail: TRTHR@state.gov

WE WILL CONTACT SHORTLISTED APPLICANTS ONLY FOR THESE ADDITIONAL ITEMS:

- Interview,
- Medical certification,
- Security background check.